



## EOD 0001 - Vendor Utilization Analysis Report

[Data Dictionary](#)

*This report includes adjusted EOD data.  
Report Run By: Department Report Run For: MBE*

07/25/11 2:08 PM

BU ID	BU Name	Department	Department Descr	Total MBE Eligible	Total MBE Set Aside	Overall MBE Set Aside % Achieved	MBE Participation	MBE Participation %	Total MBE Expenditures	MBE Expenditure %
				776.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				55.26	0.00	0.00%	0.00	0.00%	0.00	0.00%
				203.58	0.00	0.00%	0.00	0.00%	0.00	0.00%
				491.13	0.00	0.00%	0.00	0.00%	0.00	0.00%
				-52.18	0.00	-0.00%	0.00	-0.00%	0.00	-0.00%
				246.88	0.00	0.00%	0.00	0.00%	0.00	0.00%
				1,155.10	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,630.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				133.07	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,327.69	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,000.00	0.00	0.00%	0.00	0.00%	0.00	0.00%
				19,757.28	0.00	0.00%	0.00	0.00%	0.00	0.00%
				75,882.07	0.00	0.00%	0.00	0.00%	0.00	0.00%

*Information removed for Report Book screen shot purposes*

*Example above shown using Department Prompt for MBE data only. Refer to prompt details below for additional options.*

**Purpose:** The Vendor Utilization Analysis Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail General Ledger Account expenditure information by Agency, Vendor, Account Class, Gender/Race, Agency and Gender, and Account. Users are able to view/print/export MBE/EDGE totals by General Ledger Account Codes and Department ID for state agencies by specific departments based on the prompt information chosen. The report contains net expenditure information for a selected time period.

**Audience:** Any EOD approved reporting users    **Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: Run For, Run By                      Optional: As of Date, Business Unit, Account Description, Vendor Description

\* see prompt details below

**Sort Order:** BU ID (If Applicable), Prompt chosen

**Hard coded filter:**

- [MBE/EDGE].[Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Attribute] = 'EOD'
- [MBE/EDGE].[Account].[Attribute] = 'EOD'
- IF (?Report Type? = 'Certified Vendor') THEN ((?As of Date? >= [Certificate Fiscal Year Begin]) AND (?As of Date? <= [Certificate Fiscal Year End])) ELSE (1=1)

*Calculated Fields for Prompts:*

- Certificate Fiscal Year Begin: `_add_months ([Certificate Begin Date], -3)`
- Certificate Fiscal Year End: `_add_months ([Certificate Expiration Date], 3)`

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – MBE/EDGE – EOD 0001 – Vendor Utilization Analysis Report

**Report fields [Folder].[Field]**

- Business Unit: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- BU Name: [Adjustments].[Business Unit].[BU Name] – The long description or name for the business unit code
- Account: [MBE/EDGE].[Account].[Account] – 2-6 character chartfield that specifies the balance sheet or income statement account.
- Account Description [MBE/EDGE].[Account].[Account Descr] - Free form text up to 30 characters that describes the account.

**Report fields [Folder].[Field]: Continued**

- Vendor Name: [MBE/EDGE].[Vendor].[Vendor Name] - Vendor Name, the long name for the vendor.
- Vendor ID: [MBE/EDGE].[Vendor].[Vendor ID] – Unique ID assigned to the vendor.
- Other Program: [MBE/EDGE].[Vendor Classifications].[Other Program] – Designates the Race/Gender of the program identified.
- Certificate Source: [MBE/EDGE].[Vendor Classifications].[Certificate Source] – The actual source of the certificate (MBE or EDGE)
- Voucher ID: [MBE/EDGE].[Fact Voucher Distrib Line].[Voucher ID] – The system defined or user defined identification number given to a voucher when it is created.
- Voucher Line Number: [MBE/EDGE].[Fact Voucher Distrib Line].[Voucher Line Num] - The voucher line stores description data, unit of measure, quantities and unit price information. There can be multiple voucher lines per voucher ID.
- Department: [MBE/EDGE].[Department].[Department] – The 10 character department chartfield defines a state agency or a subset (division) of an agency often depending on the ledger.
- Department Descr: [MBE/EDGE].[Department].[Department Descr] – Maximum 30 character description of the department chartfield.
- Gender: **Calculated** - CASEWHEN [Adjustments].[Vendor Classifications].[Women Owned] = 'Y' THEN 'Female'WHEN [Adjustments].[Vendor Classifications].[Women Owned] = 'N' THEN 'Male' ELSE ' ' - ' END
- Race: **Calculated** - CASE WHEN ([MBE/EDGE].[Vendor Classifications].[Other Program] = 'F') THEN 'Black' WHEN ([MBE/EDGE].[Vendor Classifications].[Other Program] = 'G') THEN 'Hispanic' WHEN ([MBE/EDGE].[Vendor Classifications].[Other Program] = 'H') THEN 'American Indian' WHEN ([MBE/EDGE].[Vendor Classifications].[Other Program] = 'I') THEN 'Asian' WHEN ([MBE/EDGE].[Vendor Classifications].[Other Program] = 'J') THEN 'Non-Minority' ELSE 'N/A' END
- Total MBE Eligible: **Calculated** - [Total MBE Eligible Voucher] + [Total MBE Eligible PCard]
- Total MBE Set Aside: **Calculated** - [Total MBE Set Aside - VCHR] + [Total MBE Set Aside PCARD]
- Overall MBE Set Aside % Achieved: **Calculated** - [Total MBE Set Aside] / [Total MBE Eligible]
- MBE Participation: **Calculated** - CASE WHEN ([Voucher Acct CF Value] <> 'CS' and [Voucher MBE Flag] = 'N' and [Certificate Source] = 'MBE') THEN [Voucher Distrib Merchandise Amount] ELSE 0 END
- MBE Partipation %: **Calculated** - [MBE Participation] / [Total MBE Eligible]
- Total MBE Expenditures: **Calculated** - [Total MBE Set Aside] + [MBE Participation]
- MBE %: **Calculated** - [Total MBE Expenditures] / [Total MBE Eligible]
- EDGE Eligible: **Calculated** - [Voucher Distrib Merchandise Amount] + [PCard Merchandise Amount] - [Total MBE Set Aside]
- EDGE Goods and Services: **Calculated** - [EDGE Goods and Services Voucher] + [EDGE Goods and Services PCard]
- G&S %: **Calculated** - [EDGE Goods and Services] / [EDGE Total]
- Professional Services: **Calculated** - [EDGE Professional Services Voucher] + [EDGE Professional Services PCard]
- PS %: **Calculated** - [Professional Services] / [EDGE Total]
- EDGE IT Services: **Calculated** - [EDGE IT Voucher] + [EDGE IT PCard]
- IT %: **Calculated** - [EDGE IT Services] / [EDGE Total]
- EDGE Construction Services: **Calculated** - [EDGE Construction Services Voucher] + [EDGE Construction Services PCard]
- CS %: **Calculated** - [EDGE Construction Services] / [EDGE Total]

**Report fields [Folder].[Field]: Continued**

- EDGE Architecture and Engineering: **Calculated** - [EDGE Arch Eng Voucher] + [EDGE Arch Eng PCard]
- A&E %: **Calculated** - [EDGE Architecture & Engineering] / [EDGE Total]
- EDGE Total: **Calculated** - [EDGE Goods and Services] + [Professional Services] + [EDGE IT Services] + [EDGE Construction] + [EDGE Architecture & Engineering]
- EDGE Achieved %: **Calculated** - [EDGE Total] / [EDGE Eligible]
- EDGE Participation: **Calculated** – CASE WHEN ([Voucher Acct CF Value] <> 'E' and [Voucher MBE Flag] = 'N' and [Certificate Source] = 'EDGE' ) THEN ([Voucher Distrib Merchandise Amount]) ELSE END
- EDGE Participation %: **Calculated** - [EDGE Participation] / [EDGE Eligible]

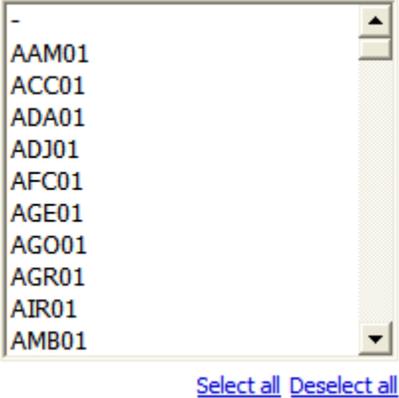
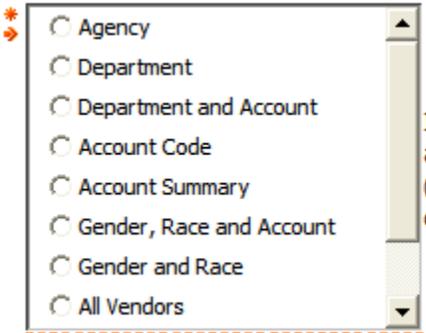
*Calculated Fields for Totals:*

- Voucher MBE Flag: **Calculated** - CASE WHEN ([Voucher ID]=[Adjusted Voucher ID])THEN ([Adjusted MBE/EDGE Cert Flag]) ELSE [MBE/EDGE].[Fact Voucher Distrib Line].[MBE Flag] END

# EOD 0001 Vendor Utilization Analysis Report

**Prompt Navigation:**

(R)equired Field; (O)ptional Field

<p><b>Business Unit:</b></p>		<p>Business Unit (O): Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system. Business Units available are limited by row level security within OAKS (i.e. you can only see what you have access to. It is not statewide).</p>
<p><b>As of Date:</b></p>	<p><b>From:</b>  <input type="text" value="Jul 7, 2011"/> </p> <p><b>To:</b>  <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>
<p><b>Run By:</b></p>	<p>* </p> <p>If including account, account level: * <input type="text" value="6"/> (Please choose 2,3,4, 6 or 7, otherwise 6 will be defaulted.)</p>	<p>Run By (R): Report can be run with several options, including by Agency, Department, Department and Account, Account Code, Account Summary, Gender, Race and Account, Gender and Race, All Vendors, Certified Vendors and Department and Vendor.</p>

<p>Run For:</p>	<p>* <input type="radio"/> MBE  <input type="radio"/> EDGE  <input type="radio"/> Both</p>	<p>Run For: Allows user to distinguish between the amount of data they would like to see. This includes MBE, EDGE or BOTH.</p>
<p>Account Description:</p>	<p><b>Keywords:</b>  Type one or more keywords separated by spaces.  <input type="text"/> <input type="button" value="Search"/> </p> <p><a href="#">Options</a> ▾</p> <p><b>Results:</b></p> <div style="border: 1px solid gray; width: 100%; height: 100%;"></div> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p style="text-align: center;"><input type="button" value="Insert"/> →</p> <p style="text-align: center;"><input type="button" value="← Remove"/></p> <p><b>Choices:</b></p> <div style="border: 1px solid gray; width: 100%; height: 100%;"></div> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p>Account Description (O): This prompt allows the user to limit the report by account description categories. The 5<sup>th</sup> level of the account tree is specified. The account tree used with little exception will be CC_ACCOUNT. Example values of the 5<sup>th</sup> level of this tree are 4100, 4110, 5010, 5110 etc. with descriptions of SALES TAX, INCOME AND EXCISE TAXES, PAYROLL EXPENSE, PURCHASED PERSONAL SERVICES etc.</p> <p>To search by Account Number, adjust options to “contains any of these key words” and then type the Account Number into the search box.</p>

Vendor Description:

**Keywords:**

Type one or more keywords separated by spaces.

Search 

[Options](#) 

**Results:**

Insert 

 Remove

[Select all](#) [Deselect all](#)

**Choices:**

[Select all](#) [Deselect all](#)

Vendor Description (O): Allows the user to search by vendor ID or Vendor Name. To search by Vendor Name simply type the name in the search box. To search by Vendor ID, adjust options to “contains any of these key words” and then type the Vendor ID into the search box.